

Sharon Housing Authority
Minutes of Meeting
October 16, 2017, 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

1. Roll Call:

Present: Peter Melvin, Ralph Generazzo, Edwin Little, Charlotte Dana

Absent: Susan Saunders

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:05am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on October 12, 2017.

3. Review Policies

A. Occupancy Policy:

A motion was made by Charlotte Dana to approve the occupancy policy; seconded by Ralph Generazzo. No questions or discussion. All in favor.

B. Procurement Policy:

A motion was made by Edwin Little to approve the procurement policy; seconded by Ralph Generazzo. No questions or discussion. All in favor.

C. Travel Policy:

A motion was made by Ralph Generazzo to approve the travel policy; seconded by Charlotte Dana. No questions or discussion. All in favor.

D. Preventative Maintenance Schedule:

A motion was made by Peter Melvin to approve the preventative maintenance schedule; seconded by Charlotte Dana. No questions or discussion. All in favor.

E. Maintenance Manual Policy Book:

A motion was made by Peter Melvin to approve the maintenance manual policy book; seconded by Charlotte Dana. No questions or discussion. All in favor.

F. After-hours Policy:

A motion was made by Charlotte Dana to approve the after-hours policy; seconded by Ralph Generazzo. The board members discussed having an answering service, but decided that with the current call volume, it was not necessary or worth spending the money., No further questions or discussion. All in favor.

G. Emergency Policy:

A motion was made by Charlotte Dana to approve the emergency policy; seconded by Peter Melvin. Executive Director Ashley Vincent explained that this policy would be given out to all current residents and at the time of lease-up so that a resident will know when to call on-call maintenance after-hours. No further questions or discussion. All in favor.

4. FISH #266070 – Window Replacement Phase 3:

A motion was made by Edwin Little to approve the certificate for payment in the amount of \$16,042.65 for FISH #266070; seconded by Ralph Generazzo. No questions or discussion. All in favor.

11. Adjournment:

A motion to adjourn the meeting at 09:35am was made by Edwin Little; seconded by Ralph Generazzo. No questions or discussion. All in favor.